

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, MARCH 17, 2020

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.	
	I CALL TO ORDER
	II ROLL CALL
1- 3	III MINUTES (2/18/2020)
	IV PUBLIC INPUT
	V PETITIONS AND COMMUNICATIONS
4- 5	A. Director of Recreation and Facilities - Neighbors of the Bay Advertising Agreement (Seeking approval of 3 year Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
	B. Health Officer
6- 7	1. Acceptance of Continuation of Local Public Health Opioid Grant Funding (Seeking acceptance of funding; authorization for Board Chair to sign award documents; approval of required budget adjustments - proposed resolution attached)
8- 9	2. Acceptance of Continuation of Hepatitis A Outreach Grant Funding (Seeking acceptance of funding; authorization for Board Chair to sign award documents; approval of required budget adjustments - proposed resolution attached)
10-11	3. Agreement with the HealthSpace Cloud Suite Software Upgrade for Environmental Health Inspections (Seeking approval of Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached)
12-13	C. Personnel Director
14	1. Vacancies in 9-1-1 Central Dispatch (proposed resolution attached) a. Dispatcher (full time; \$16.17/hr. entry) b. Supervisor (full time; \$18.37/hr. entry)
15	2. Medical Leave of Absence - Richard Koch, Part Time Kitchen Assistant in Department on Aging (proposed resolution attached)
16-18	D. Director of Administrative Services - Canine Trainer (Seeking approval of Agreement with certified dog trainer for balance of 2020; authorization for Board Chair to sign Agreement; approval of required budget adjustments - proposed resolution attached)

**E. Office of Assigned Counsel**

- 19-25**                      **1. 2019 Year-to-Date Report (Receive)**
- 26-27**                      **2. January 2020 Report (Receive)**

**VI REFERRALS**

**VII UNFINISHED BUSINESS**

**VIII NEW BUSINESS**

**IX MISCELLANEOUS**

**X ANNOUNCEMENTS**

**XI ADJOURNMENT**

**PLEASE NOTE:**

**THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/  
DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A  
REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS  
POSED BY COMMITTEE MEMBERS.**

# PERSONNEL/HUMAN SERVICES COMMITTEE

## MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, FEBRUARY 18, 2020, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:01 P.M. by Chair Ryder.

Roll call:

### MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
TOM RYDER, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
MICHAEL E. LUTZ, VICE CHAIR	P	S/Y	S/Y	Y	S/Y	M/Y	M/Y	M/Y	M/Y	M/Y	Y	Y
ERNIE KRYGIER	P	M/Y	M/Y	M/Y	Y	Y	Y	Y	Y	Y	S/Y	S/Y
VAUGHN J. BEGICK	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
KIM COONAN	P	Y	Y	Y	Y	Y	Y	S/Y	Y	Y	Y	M/Y
THOMAS M. HEREK	P	Y	Y	S/Y	M/Y	S/Y	S/Y	Y	S/Y	S/Y	M/Y	Y
MICHAEL J. DURANCZYK, EX OFFICIO	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

### MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
TOM RYDER, CHAIR		Y										
MICHAEL E. LUTZ, VICE CHAIR		Y										
ERNIE KRYGIER		M/Y										
VAUGHN J. BEGICK		Y										
KIM COONAN		Y										
THOMAS M. HEREK		Y										
MICHAEL J. DURANCZYK, EX OFFICIO		S/Y										

### MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
TOM RYDER, CHAIR												
MICHAEL E. LUTZ, VICE CHAIR												
ERNIE KRYGIER												
VAUGHN J. BEGICK												
KIM COONAN												
THOMAS M. HEREK												
MICHAEL J. DURANCZYK, EX OFFICIO												

OTHERS PRESENT: J.BARCIA, C.GIGNAC, C.GOULET, A.DAVIS-JOHNSON, J.HISTED, T.JERRY, E.EURICH, J.EURICH, J.STRASZ, R.REDMOND, N.PAIGE (BCTV), D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

-/-

**PERSONNEL/HUMAN SERVICES COMMITTEE  
MINUTES  
TUESDAY, FEBRUARY 18, 2020  
PAGE 2**

**MOTION NO.**

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**NOTE:** In addition to these typed minutes, this Committee meeting was also video taped by BCTV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website [www.baycounty-mi.gov/executive/videos](http://www.baycounty-mi.gov/executive/videos).

- 1            MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE JANUARY 14, 2020 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING AS PRINTED.**

Public input was called with no one wishing to address the Committee.

- 2            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE AGREEMENT WITH TALESHA ESSEX, NURSE PRACTITIONER (HEALTH DEPARTMENT).**
- 3            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN THE FOLLOWING DEPARTMENTS: 9-1-1 CENTRAL DISPATCH; JUVENILE HOME; DEPARTMENT ON AGING; MOSQUITO CONTROL; AND HEALTH DEPARTMENT (PERSONNEL).**
- 4            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL SEASONAL POSITIONS AT THE GOLF COURSE (PERSONNEL).**
- 5            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL SEASONAL POSITIONS FOR THE COMMUNITY CENTER POOL (PERSONNEL).**
- 6            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL SEASONAL POSITIONS FOR THE COMMUNITY CENTER SUMMER RECREATION PROGRAM (PERSONNEL).**
- 7            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL SEASONAL POSITIONS FOR PINCONNING PARK (PERSONNEL).**
- 8            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL SEASONAL RECREATION/MAINTENANCE POSITIONS**
- 2-

**PERSONNEL/HUMAN SERVICES COMMITTEE  
MINUTES  
TUESDAY, FEBRUARY 18, 2020  
PAGE 3**

**MOTION NO.**

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**(PERSONNEL).**

- 9            MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL  
TO POST/FILL SEASONAL PROPERTY MAINTENANCE POSITIONS  
(PERSONNEL).**
- 10          MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL  
TO RECEIVE THE OFFICE OF ASSIGNED COUNSEL DECEMBER REPORT.**
- 11          MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL  
OF COMMISSIONER COONAN'S RESOLUTION REGARDING RIGHT TO  
VOTE.**
- 12          MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:13 P.M.).**

**Submitted by:**

*Deanne Berger*

**Deanne Berger  
Board Coordinator**



## RECREATION & FACILITIES



## BAY COUNTY

**CRISTEN GIGNAC, DIRECTOR**  
gignacc@baycounty.net

**Andrew Cowan, Operations Manager**  
cowana@baycounty.net

**Jon Morse, Buildings & Grounds Supervisor**  
morsej@baycounty.net

**Daniel Neering, Recreation Manager**  
neeringd@baycounty.net

**Beth Trahan, Recreation Coordinator**  
trahanb@baycounty.net

**JAMES A. BARCIA**  
County Executive

Tel: (989) 895-4132  
Fax: (989) 895-2094  
TDD: (989) 895-4049

To: Commissioner Tom Ryder

From: Cristen Gignac, Director of Recreation and Facilities  
Elizabeth Eurich, Director of Department on Aging

Date: March 3, 2020

Subject: Neighbors of the Bay Advertising Agreement

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**Request:** To gain approval from the Board of Commissioners to enter into a three (3) year agreement with Neighbors of the Bay for advertising. The Recreation and Aging Departments will share advertising opportunities. Bay County will advertise four times each of the three years for a total of twelve advertisements.

**Background:** Neighbors of the Bay is a magazine in circulation in Bay County with an expanding distribution to Bay County homes valued over \$125,000. It features all Bay County stories, Bay County advertising, and Bay County information.

**Economics:** Each time Bay County puts an advertisement in the Neighbors of the Bay magazine, the appropriate department will be invoiced \$224. The Golf Course, Civic Arena and Department on Aging's budget have sufficient funds for this advertising expense. No funds are requested.

**Recommendation:** It is recommended that the Board authorize the Board chairman to sign documents related to this project upon favorable review from Corporation Counsel.

Cc: Jim Barcia, Dan Neering, Andrew Cowan

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## BAY COUNTY BOARD OF COMMISSIONERS

APRIL 14, 2020

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/17/2020)

WHEREAS, Neighbors of the Bay is a magazine in circulation in Bay County with an expanding distribution to Bay County homes valued over \$125,000; this publication features all Bay County stories, Bay County advertising, and Bay County information; and

WHEREAS, Each time Bay County puts an advertisement in the Neighbors of the Bay magazine, the appropriate department will be invoiced \$224; the Golf Course, Civic Arena and Department on Aging's budget have sufficient funds for this advertising expense with no additional funds being requested; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Neighbors of the Bay Advertising Agreement covering advertising four times per year for 3 years in said publication by the Recreation and Aging Departments; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the Agreement and all related documents on behalf of Bay County following Corporation Counsel review and approval; Be It Further

RESOLVED That related budget adjustments, if required, are approved.

TOM RYDER, CHAIR  
AND COMMITTEE

## Rec &amp; Facilities - Neighbors of the Bay Advertising Agreement

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

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1200 Washington Avenue Bay City, Michigan 48708  
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049  
[www.baycounty-mi.gov/Health](http://www.baycounty-mi.gov/Health)

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**James A. Barcia**  
Bay County Executive

**Joel R. Strasz**  
Public Health Officer

**TO:** Tom Herek, Chair, Ways and Means Committee  
**FROM:** Joel R. Strasz, Health Officer  
**DATE:** March 11, 2020  
**CC:** James Barcia, Amber Johnson, Jan Histed, Kim Priessnitz, Mark Pickell, Joel R. Strasz  
**RE:** Acceptance of Continuation of Local Public Health Opioid Grant Funding

**BACKGROUND:**

Earlier this month, the Health Department was notified by the Michigan Department of Health and Human Services that Bay County will be offered to \$25,000 to help fight the recent Hepatitis A epidemic with outreach efforts that compliments existing efforts already established in the community to fight COVID-19.

**FINANCE AND ECONOMICS:**

The amount to the grant continuation totals \$25,000. There is no match required and no general funds will be utilized.

**RECOMMENDATION:**

Resolution by the Board to accept the continuation of the grant award and upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to the grant award agreements and approval of any and all budget adjustments that are necessary.

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## BAY COUNTY BOARD OF COMMISSIONERS

APRIL 14, 2020

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/17/2020)

WHEREAS, Earlier this month, the Health Department was notified by the Michigan Department of Health and Human Services that Bay County will be offered \$25,000 to help fight the recent Hepatitis A epidemic with outreach efforts that compliments existing efforts already established in the community to fight COVID-19; and

WHEREAS, The amount of the grant continuation totals \$25,000 and there is no match required and no general funds will be utilized; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves acceptance of continuation of Local Public Health Opioid Grant funding and authorizes the Chairman of the Board to execute all grant acceptance/award documents on behalf of Bay County following Corporation Counsel review and approval; Be It Further

RESOLVED That related budget adjustments, if required, are approved.

TOM RYDER, CHAIR  
AND COMMITTEE

## Health Dept - Opioid Grant Funding Continuation

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_



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**James A. Barcia**  
Bay County Executive

**Joel R. Strasz**  
Public Health Officer

**TO:** Tom Ryder, Chairperson, Personnel/Human Services Committee  
**FROM:** Joel Strasz, Public Health Officer  
**DATE:** March 11, 2020  
**CC:** James Barcia, Kathleen Janer, Amber Davis-Johnson  
**RE:** Acceptance of Continuation of Hepatitis A Outreach Grant Funding

**BACKGROUND:**

Earlier this week, the Health Department was notified by the Michigan Department of Health and Human Services that Bay County will be offered to \$25,000 to help fight the recent Hepatitis A outbreak. The overall goal of this project is to aim in assisting reduction of Opioid related death and/or overdose emergency room visits. The extended funding supplements existing efforts already established in the community including implementation of a robust and comprehensive surveillance system for opioid related overdoses and establishment of a Quick Response Team to establish treatment programs for affected individuals.

**FINANCE AND ECONOMICS:**

The amount to the grant continuation totals \$55,000. Eligible costs relate to the initial grant that was provided in 2019 and the time period for grant activities ranges from January 1 through March 29 of this year. There is no match required and no general funds will be utilized.

**RECOMMENDATION:**

Resolution by the Board to accept the continuation of the grant award and upon favorable review by Corporation Counsel, the Health Department recommends approval for signature of the Board Chair to the grant award agreements and approval of any and all budget adjustments that are necessary.

## BAY COUNTY BOARD OF COMMISSIONERS

APRIL 14, 2020

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/17/2020)

WHEREAS, Earlier this week, the Health Department was notified by the Michigan Department of Health and Human Services that Bay County will be offered \$25,000 to help fight the recent Hepatitis A outbreak; and

WHEREAS, The overall goal of this project is to aim in assisting reduction of Opioid related death and/or overdose emergency room visits; and

WHEREAS, The extended funding supplements existing efforts already established in the community including implementation of a robust and comprehensive surveillance system for opioid related overdoses and establishment of a Quick Response Team to establish treatment programs for affected individuals; and

WHEREAS, The amount to the grant continuation totals \$55,000 and eligible costs relate to the initial grant that was provided in 2019 and the time period for grant activities ranges from January 1 through March 29 of this year; there is no match required and no general funds will be utilized; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves acceptance of continuation of Hepatitis A Outreach Grant funding and authorizes the Chairman of the Board to execute all grant acceptance documents on behalf of Bay County following Corporation Counsel review and approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

TOM RYDER, CHAIR  
AND COMMITTEE

## Health Dept - Hepatitis A Grant Continuation

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

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James A. Barcia  
Bay County Executive

Joel R. Strasz  
Public Health Officer

**TO:** Tom Ryder, Chair, Personnel/Human Services Committee  
**FROM:** Joel R. Strasz, Health Officer  
**DATE:** March 10, 2020  
**CC:** James Barcia, Amber Johnson, Jan Histed, Kim Priessnitz, Mark Pickell, Joel Kwiatkowski  
**RE:** Agreement with the HealthSpace Cloud Suite Software Upgrade for Environmental Health Inspections

**BACKGROUND:**

Since 2010, the Bay County Health Department has utilized the HealthSpace Software to document and assist in food service inspections, documentation of complaint investigations and receipting of associated fees in the Environmental Health Division. Recently HealthSpace has developed a major upgrade of its software package. After careful consideration by the Environmental Health Staff, it has been decided to adopt the new software and integrate that into daily operations.

**FINANCIAL CONSIDERATIONS:**

Software costs total \$16,200, which includes the \$10,800 annual licensing fee. No additional general funds are necessary as funds exist in the current budget, as well as supplemental funds provided by the State of Michigan.

**RECOMMENDATIONS:**

Upon favorable review by Corporation Counsel, the Department recommends these agreements be approved and signed by the Board Chair, as well as approval of all budget adjustments relating to these agreements.



## BAY COUNTY BOARD OF COMMISSIONERS

APRIL 14, 2020

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/17/2020)

WHEREAS, Since 2010, the Bay County Health Department has utilized the HealthSpace Software to document and assist in food service inspections, documentation of complaint investigations and receipting of associated fees in the Environmental Health Division; and

WHEREAS, Recently HealthSpace has developed a major upgrade of its software package and, after careful consideration by the Environmental Health Staff, it has been decided to adopt the new software and integrate that into daily operations; and

WHEREAS, Software costs total \$16,200, which includes the \$10,800 annual licensing fee and no additional general funds are necessary as funds exist in the current budget, as well as supplemental funds provided by the State of Michigan; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners approves the Agreement for the HealthSpace Cloud Suite Software upgrade for Environmental Health inspections and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County (Health Department) following Corporation Counsel review and approval; Be It Further

RESOLVED That related budget adjustments, if required, are approved.

TOM RYDER, CHAIR  
AND COMMITTEE

## Health Dept - HealthSpace Software Upgrade

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

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**BAY COUNTY  
PERSONNEL DEPARTMENT**

**James A. Barcia**  
County Executive

**Tiffany Jerry**  
Director  
[jerryt@baycounty.net](mailto:jerryt@baycounty.net)

To: Tom Ryder, Chairman, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations TJ

Date: March 13, 2020

Re: Personnel/Human Services Committee Agenda

Please consider the following items for the agenda of your committee meeting scheduled for March 17, 2020.

1. **Request (Vacancy):**

Chris Izworski has submitted a request to hire a full-time 9-1-1 Dispatcher with Bay County Central Dispatch, if needed.

**Background:**

Due to the high turnover and the nature of 9-1-1 dispatcher positions, this is an attempt to maintain minimum staffing levels at Central Dispatch.

**Finance/Economics:**

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary. Entry level rate of pay is \$16.17 per hour. Funds exist within the current existing budget.

**Recommendation:**

Please refer to the full board for approval to hire a full-time 9-1-1 Dispatcher, if needed.

2. **Request (Vacancy):**

Chris Izworski has submitted a request to fill a full-time Supervisor vacancy with Central Dispatch.

**Background:**

Vacancy exists due to an employee's retirement effective March 13.

**Finance/Economics:**

Full-time position with benefits as provided for in the GELC labor agreement. \$18.37 per hour entry, progressing to \$22.43 per hour after 3 years (CD03). Funds exist within the current 911 budget.

**Recommendation:**

Please refer to the full board for approval to hire a full-time Supervisor with 9-1-1 Central Dispatch.

3. **Request (Unpaid Leave of Absence):**

Request approval from the Board of Commissioners for an unpaid leave of absence.

**Background:**

Richard Koch is a part-time Kitchen Assistant with the Department on Aging and he has been off work since mid-January for medical purposes. Mr. Koch has submitted a request for an unpaid leave of absence until

approximately April 1. As per the USW part-time labor agreement, an unpaid leave request over 45 days, must be approved by the Department Head and the Board of Commissioners and/or County Executive.

**Finance/Economics:**

This is an unpaid leave.

**Recommendation:**

Please refer to the full board for approval of an unpaid leave of absence for Richard Koch through April 1, but not to exceed 180 days as per the USW part-time labor agreement.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcia  
Amber Davis-Johnson  
Jan Histed  
Kim Priessnitz  
Chris Izworski  
Beth Eurich

## BAY COUNTY BOARD OF COMMISSIONERS

APRIL 14, 2020

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/17/2020)

RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

A. VACANCIES (BUDGETED)

## 1 9-1-1 Central Dispatch

a. Dispatcher (full time; \$16.17/hr. entry)

b. Supervisor (full time; \$18.37/hr entry)

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

TOM RYDER, CHAIR  
AND COMMITTEE

## Vacancies

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

## VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

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## BAY COUNTY BOARD OF COMMISSIONERS

APRIL 14, 2020

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/17/20)

WHEREAS, Richard Koch, a part-time Kitchen Assistant with the Department on Aging, has submitted a request for an unpaid leave of absence for medical purposes until approximately April 1, 2020; and

WHEREAS, As per the USW part-time labor agreement, an unpaid leave request over 45 days, must be approved by the Department Head and the Board of Commissioners and/or County Executive; and

WHEREAS, This is an unpaid leave; Therefore, Be It

RESOLVED By the Bay County Board of Commissioners that the unpaid medical leave of absence for Richard Koch, part time Kitchen Assistant in the Department on Aging, not to exceed 180 days, is approved as per the USW part time labor agreement.

TOM RYDER, CHAIR  
AND COMMITTEE

PERSONNEL - Leave of Absence - Richard Koch (DOA)

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS\_\_\_\_ NAYS\_\_\_\_ EXCUSED\_\_\_\_

VOICE: YEAS\_\_\_\_ NAYS\_\_\_\_ EXCUSED\_\_\_\_

DISPOSITION: ADOPTED\_\_\_\_ DEFEATED\_\_\_\_ WITHDRAWN\_\_\_\_

AMENDED\_\_\_\_ CORRECTED\_\_\_\_ REFERRED\_\_\_\_ NO ACTION TAKEN\_\_\_\_

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**BAY COUNTY  
ADMINISTRATIVE SERVICES**

**James A. Barcia**  
County Executive

**Craig Goulet**  
Director  
[gouletc@baycounty.net](mailto:gouletc@baycounty.net)

Tel: 989-895-4133

To: Tom Ryder, Chairman of Personnel / Human Resources Committee

From: Craig Goulet, Director of Administrative Services

Date: March 11, 2020

Subject: Animal Services & Adoption Center Dog Trainer

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**Background:** In 2019 Bay County Animal Services & Adoption Center and the Saginaw Correctional Facility (SRF) have entered into an agreement for their dog training program. This program was designed for oversight of the dog handlers at SRF and for testing of the dogs upon their completion of the program. The first six dogs were transported to SRF in February of this year.

**Request:** To gain approval from the Board of Commissioners to enter into a contract with a certified dog trainer for the remainder of 2020 to oversee the dog training program at the Saginaw Correctional Facility. Duties would include overseeing dog handlers, testing of the dogs and other responsibilities.

**Economics:** In 2020 the fee schedule for adoptions for dogs that went through this program was increased from \$108 to \$228. (see attached). The dog trainer would be paid from the funds collected from the difference of those rates.

**Recommendation:** It is recommended that the Personnel / Human Resources Committee approves entering into an agreement with a certified dog handler for the remainder of this year.

Cc: Jan Histed  
Kim Priessnitz  
Jim Barcia  
Amber Davis-Johnson

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**BAY COUNTY USER FEES**  
**2019 and 2020**

APPENDIX A  
1

		<u>2019</u>	<u>2020</u>
<b><u>ANIMAL CONTROL DEPARTMENT</u></b>			
<b>ADOPTION-DOGS</b>			
	License	10.00	10.00
	Adoption	18.00	18.00
	Total	<u>28.00</u>	<u>28.00</u>
Prepayment of sterilization and rabies vaccination is required prior to animal release.			
ADOPTION -DOG (CGC "Canine Good Citizen" Trained)			228.00
<b>ADOPTION-CATS</b>			
	License	10.00	10.00
	Adoption	18.00	18.00
	Total	<u>28.00</u>	<u>28.00</u>
Prepayment of sterilization and rabies vaccination is required prior to animal release.			
<b>ANIMAL LICENSE</b>			
	Unaltered	30.00	30.00
	Unaltered-Late	50.00	50.00
	Altered	10.00	10.00
	Altered-Late	30.00	30.00
<b>3 YEAR LICENSE</b>			
Dogs and Cats			
	Unaltered	75.00	75.00
	Unaltered (Late)	95.00	95.00
	Altered	25.00	25.00
	Altered (Late)	45.00	45.00
<b>LICENSE-KENNEL</b>			
	1 to 5 dogs	19.00	19.00
	6 to 10 dogs	34.00	34.00
	11 to 15 dogs	53.00	53.00
	Each additional 10 dogs	27.00	27.00
<b>ANIMAL PICK-UP</b>			
	Owner/Business Request-Daytime	42.00	42.00
	Owner/Business Request-After-Hours	84.00	84.00
<b>IMPOUNDMENT</b>			
	1st Time	42.00	42.00
	2nd Time	94.00	94.00
	3rd Time	166.00	166.00
	4th Time	312.00	312.00
<b>BOARD &amp; CARE</b>			
	Small Animals, per day	13.00	13.00
	Large Animals, per day	25.00	25.00
<b>EUTHANASIA</b>			
	Owner Requested	48.00	48.00
	Disposal	19.00	19.00

## BAY COUNTY BOARD OF COMMISSIONERS

APRIL 14, 2020

## RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (3/17/2020)

WHEREAS, Bay County Animal Services & Adoption Center and the Saginaw Correctional Facility (SRF) entered into an agreement for their dog training program, a program designed for oversight and testing of the dogs upon their completion of the program; and

WHEREAS, The Director of Administrative Services and Veterans Affairs wishes to enter into a contract with a certified canine trainer for the remainder of 2020 for the purpose of overseeing the dog training program at the Saginaw Correctional Facility the duties of which would include overseeing dog trainers, testing of the dogs, as well as other responsibilities; and

WHEREAS, The agreement would not exceed \$5,000 for the calendar year and money is available within the current budget; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes entering into an agreement with a canine trainer to assist in the dog training program at SRF and authorizes the Chairman of the Board to execute said Agreement on behalf of Bay County following Corporation Counsel review and approval; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

TOM RYDER, CHAIR  
AND COMMITTEE

Animal Services - Agreement with Canine Trainer

MOVED BY COMM. \_\_\_\_\_

SUPPORTED BY COMM. \_\_\_\_\_

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				TOM RYDER							

VOTE TOTALS:

ROLL CALL: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

VOICE: YEAS \_\_\_\_\_ NAYS \_\_\_\_\_ EXCUSED \_\_\_\_\_

DISPOSITION: ADOPTED \_\_\_\_\_ DEFEATED \_\_\_\_\_ WITHDRAWN \_\_\_\_\_

AMENDED \_\_\_\_\_ CORRECTED \_\_\_\_\_ REFERRED \_\_\_\_\_ NO ACTION TAKEN \_\_\_\_\_

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**OFFICE OF ASSIGNED COUNSEL**  
**REPORT**  
**YEAR TO DATE, 2019**

						2017	2018	2019
Total Number of Arraignments: .....						0	0	2393
								*Started in April
VOP	101	Misd.	638	Arraign. Only	244			
Felony	405	Traffic	545	FTA/FTP/VOB	410			
Total Number of Referrals:						2140	2064	2378
VOP	171	Misd.	884	Appeals	24			
Felony	577	Traffic	709	PPO's	12			
Total Number of New Assignments:						1858	1771	2091
VOP	154	Misd.	787	Appeals	24			
Felony	495	Traffic	619	PPO's	12			
Total Number of Defendants Currently Representing - Assigned on New Charges:						261	269	244
VOP	17	Misd.	77	Appeals	0			
Felony	78	Traffic	72	PPO's	0			
Total Number of Defendants denied Court Appointed Counsel:						21	24	43
VOP	0	Misd.	20	Appeals	0			
Felony	4	Traffic	18	PPO's	0			

**ARRAIGNMENTS**

**JEFF MARTIN**

Total Arraignments: ..... 1192

Felonies	234
Misd.	347
Traffic	270
Arraign. Only	119
FTA/FTP/VOB	222

**Settled 43 Cases**

**GARSKE/HEWITT**

Total Arraignments: ..... 1050

Felonies	171
Misd.	291
Traffic	275
Arraign. Only	125
FTA/FTP/VOB	188

**Settled 28 Cases**

**CIRCUIT COURT**

Total Arraignments: ..... 101

Felonies/VOP	101
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## ASSIGNMENTS

There were a total of 2299 defendants assigned on felonies, misdemeanors, traffic & vop's.

### LABEAN/CHAMBERLAIN

	<u>2017</u>	<u>2018</u>	<u>2019</u>
New Assignments: .....	<u>816</u>	<u>819</u>	<u>880</u>

Felonies	134
C.C. VOP	50
Misd.	378
Traffic	318

Arraigned 1  
Arraigned 17

There were a total of 2055 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.  
880 or 43%

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Defendants Currently Representing - Assigned on New Charges: .....	<u>123</u>	<u>140</u>	<u>104</u>

Felonies	30
C.C. VOP	10
Misd.	37
Traffic	27

Arraigned 1  
Arraigned 6  
Arraigned 5  
Arraigned 6

### MANNIKKO/HETHERINGTON

	<u>2017</u>	<u>2018</u>	<u>2019</u>
New Assignments: .....	<u>853</u>	<u>867</u>	<u>1001</u>

Felonies	230
C.C. VOP	75
Misd.	397
Traffic	299

Arraigned 44  
Arraigned 1

There were a total of 2055 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned.  
1001 or 49%

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Defendants Currently Representing - Assigned on New Charges: .....	<u>113</u>	<u>121</u>	<u>122</u>

Felonies	34
C.C. VOP	7
Misd.	38
Traffic	43

Arraigned 3  
Arraigned 5  
Arraigned 2  
Arraigned 11

### PRIVATE COUNSEL

	<u>2017</u>	<u>2018</u>	<u>2019</u>
New Assignments: .....	<u>151</u>	<u>50</u>	<u>174</u>

Still had Schisler contract  
in January of 2017

Felonies	131
C.C. VOP	29
Misd.	12
Traffic	2

Arraigned 1  
Arraigned 27

There were a total of 2055 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Private Counsel was assigned.  
174 or 8%

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Defendants Currently Representing - Assigned on New Charges: .....	<u>22</u>	<u>8</u>	<u>18</u>

Felonies	14
C.C. VOP	0
Misd.	2
Traffic	2

Arraigned 1  
Arraigned 1  
Arraigned 1



## PROBATE COURT - YTD 2019

Total Number of Referrals:----- 202

Delinquency	120
Neglect	82

Total Number of New Assignments:----- 172

Delinquency	93
Neglect	79

Total Number of Cases Currently Representing - Assigned on New Charges/Adding New Attorney:----- 28

Delinquency	25
Neglect	3

Total Number of Referrals denied Court Appointed Counsel:----- 2

Delinquency	2
Neglect	0

### DELINQUENCY

NEW ASSIGNMENTS:----- 93

Public Defender	77
Private Attorneys	16

CASE PENDING /  
NEW CHARGES:----- 25

Public Defender	20
Private Attorneys	5

### NEGLECT/GAL

NEW ASSIGNMENTS:----- 79

Public Defender	65
Private Attorneys	132

CASE PENDING /  
ADDING NEW ATTORNEY:----- 3

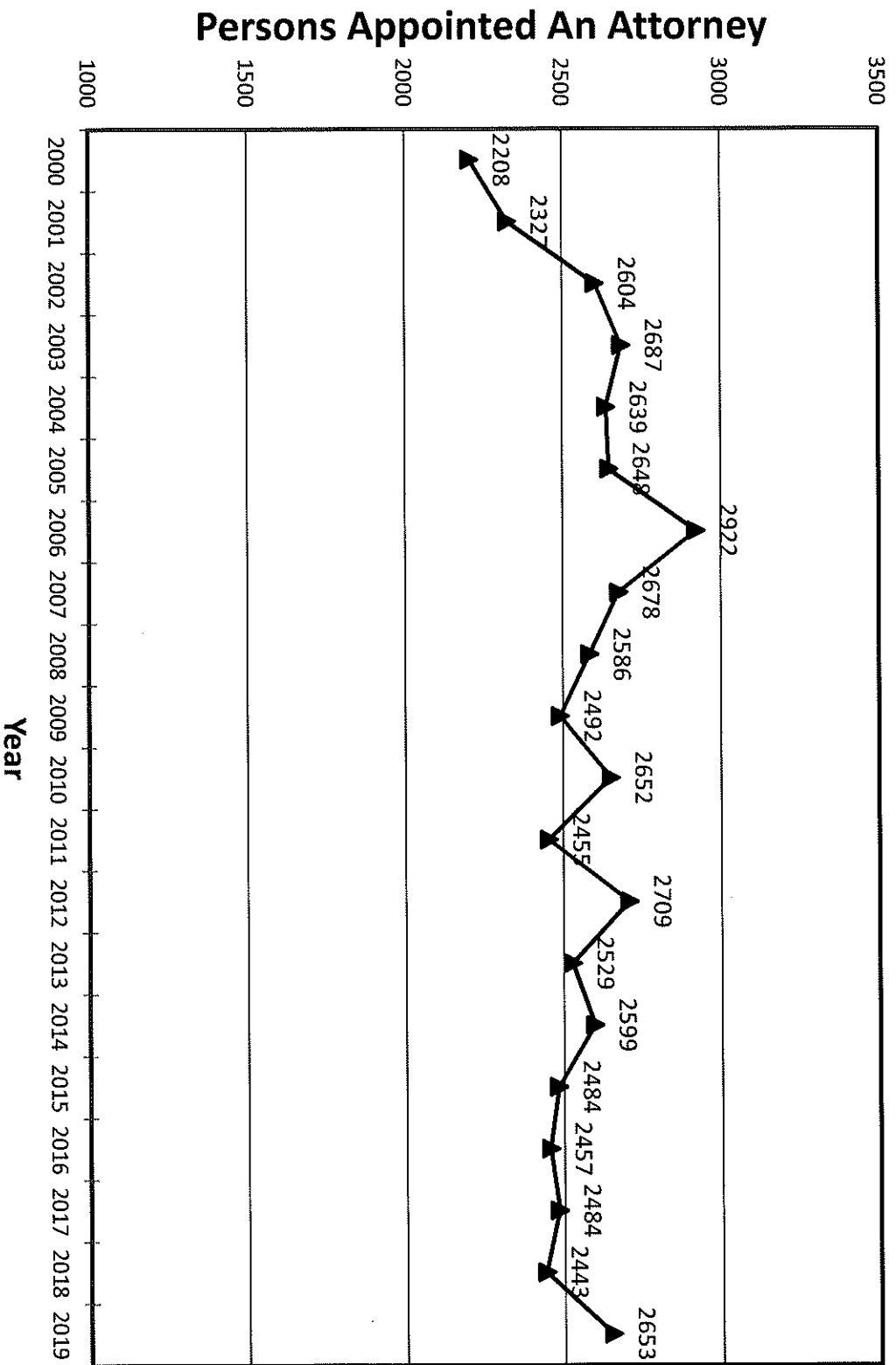
Public Defender	0
Private Attorneys	3

\*Numerous attorneys may be assigned to an individual case.

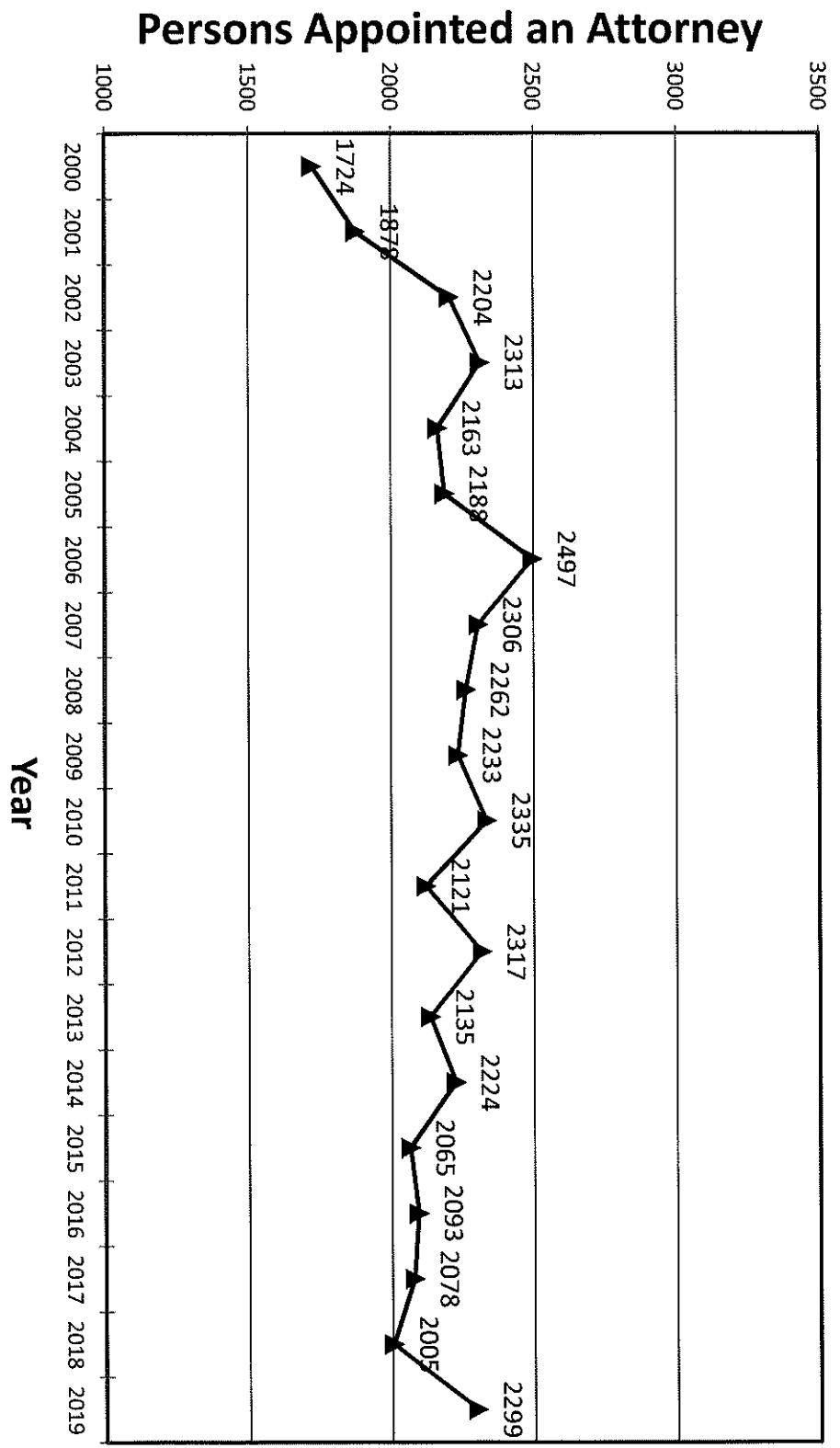


-22-

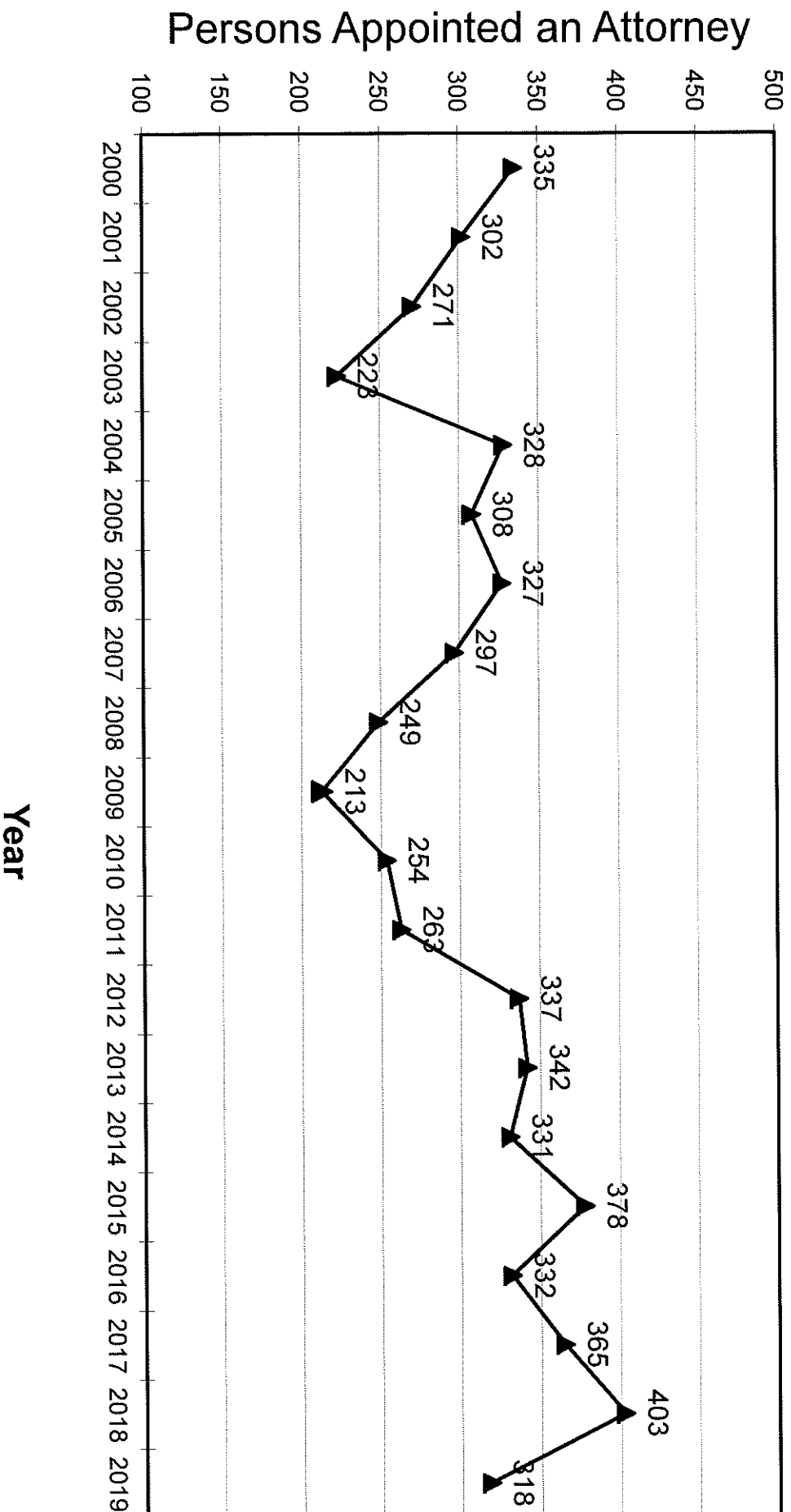
## OFFICE OF ASSIGNED COUNSEL 2000 -2019 Total Case Appointments



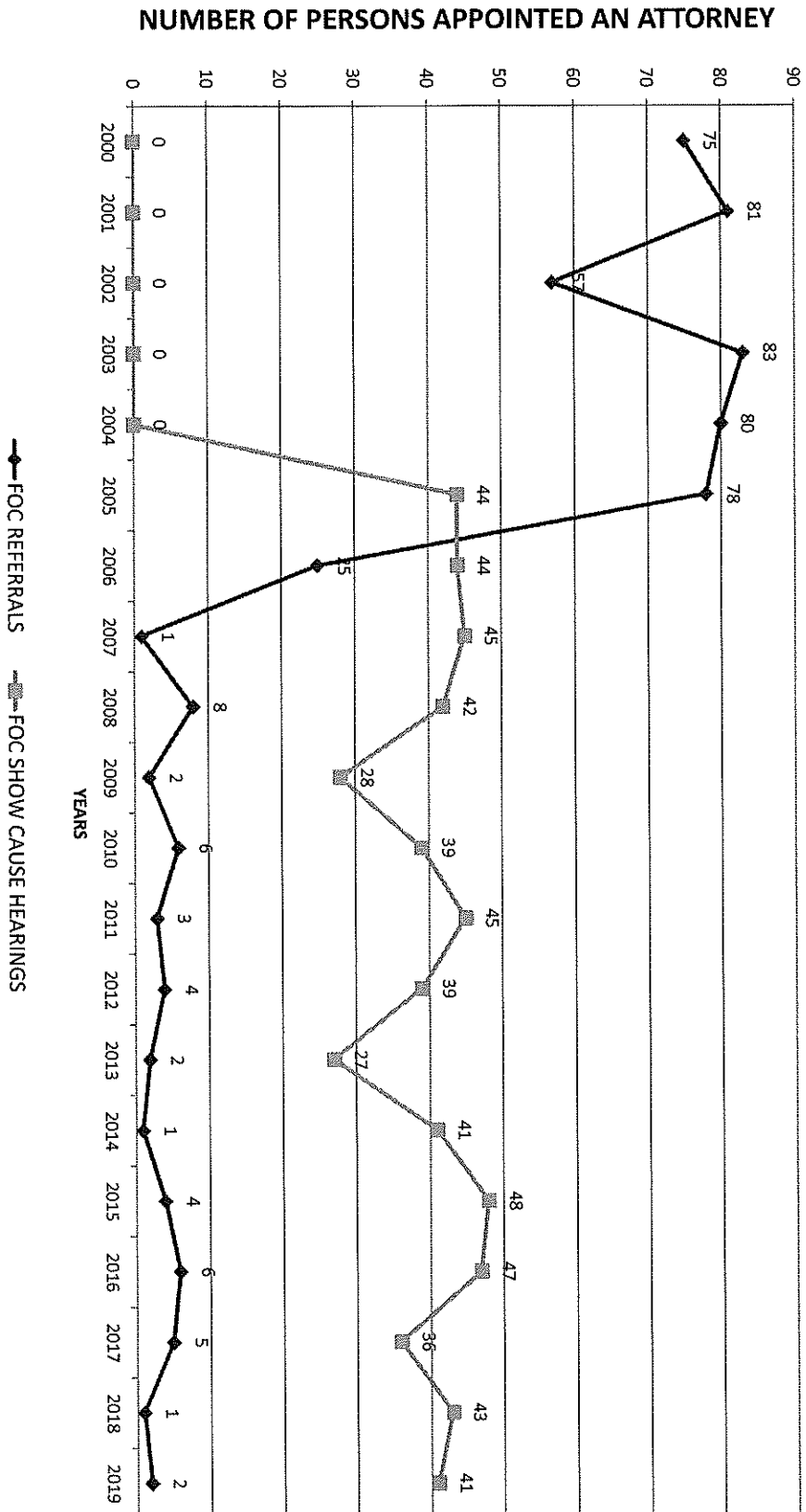
# OFFICE OF ASSIGNED COUNSEL 2000-2019 Total Criminal Appointments



# OFFICE OF ASSIGNED COUNSEL 2000-2019 Probate Court Appointments



# OFFICE OF ASSIGNED COUNSEL 2000-2019 FOC Cases - FOC Show Cause Hearings



**OFFICE OF ASSIGNED COUNSEL  
MONTHLY REPORT  
JANUARY, 2020**

						2018	2019	2020
Total Number of Arraignments:						0	0	308
VOP	18	Misd.	67	Arraign. Only	40			
Felony	44	Traffic	66	FTA/FTP/VOB	66			
Total Number of Referrals:						187	162	211
VOP	18	Misd.	73	Appeals	2			
Felony	48	Traffic	70	PPO's	0			
Total Number of New Assignments:						163	148	186
VOP	13	Misd.	66	Appeals	2			
Felony	40	Traffic	65	PPO's	0			
Total Number of Defendants Currently Representing - Assigned on New Charges:						23	11	25
VOP	5	Misd.	7	Appeals	0			
Felony	8	Traffic	5	PPO's	0			
Total Number of Defendants denied Court Appointed Counsel:						1	3	9
VOP	0	Misd.	2	Appeals	0			
Felony	1	Traffic	6	PPO's	0			

**ARRAIGNMENTS**

**JEFF MARTIN**

Total Arraignments: ..... 144

Felonies	26
Misd.	39
Traffic	26
Arraign. Only	13
FTA/FTP/VOB	40

Settled 2 Cases

**GARSKE/HEWITT**

Total Arraignments: ..... 138

Felonies	18
Misd.	28
Traffic	39
Arraign. Only	27
FTA/FTP/VOB	26

Settled 9 Cases

**CIRCUIT COURT**

Total Arraignments: ..... 18

Felonies/VOP	18
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**ASSIGNMENTS**

There were a total of **209** defendants assigned on felonies, misdemeanors, traffic & vop's.

**CRIMINAL DEFENSE OFFICE**

	2018	2019	2020
New Assignments:	89	78	87



Felonies	16
C.C. VOP	0
Misd.	34
Traffic	37

There were a total of 184 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Criminal Defense Office was assigned.  
87 or 47% .

Defendants Currently Representing - Assigned on New Charges: ..... 2018 2019 2020  
12 4 10

Felonies	2
C.C. VOP	1
Misd.	3
Traffic	4

Arraigned 1

Arraigned 2

## PUBLIC DEFENDER OFFICE

New Assignments: ..... 2018 2019 2020  
68 64 83

Felonies	17
C.C. VOP	8
Misd.	30
Traffic	28

Arraigned 8

There were a total of 184 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Public Defender's Office was assigned  
83 or 45% .

Defendants Currently Representing - Assigned on New Charges: ..... 2018 2019 2020  
11 6 12

Felonies	5
C.C. VOP	2
Misd.	4
Traffic	1

Arraigned 2

Arraigned 3

## PRIVATE COUNSEL

New Assignments: ..... 2018 2019 2020  
0 1 14

Felonies	7
C.C. VOP	5
Misd.	2
Traffic	0

Arraigned 5

There were a total of 184 NEW assignments on felonies, misdemeanors, traffic & violations of probation, which the Private Counsel was assigned  
14 or 8% .

Defendants Currently Representing - Assigned on New Charges: ..... 2018 2019 2020  
0 1 3

Felonies	1
C.C. VOP	2
Misd.	0
Traffic	0

Arraigned 2